Script Name	**Public Annual Submission**
Description	The purpose of this script is to test the ability to complete data entry for a Public annual submission.
Created By	Ben Lopez
Tested By	
Date Tested	
Prerequisites	Must be logged in as a Public Institution User with data entry role
Use Cases Covered	UC 9 Create Submission

Step#	Action	Expected Results	Test Conditions	Pass/Fail	Comments	SIR #
	Create Annual Submission					
1	Select "Create FYE 08/01/2004 Annual Submission" link	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission Financial Statements". Immediately below the heading is the Institution name <Public School> and OPE ID <???????>. The Name of the School is also a hyperlink to the Institution's Home Page. The page then contains the following questions/fields: 1. Indicate Period Audited (mm/dd/yyyy): - Begin Date: - End Date: - Reason if Less than 1 Year: 2. Review Auditor Information: - Records indicate your Current Auditor is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor TIN: 3. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? (Yes/No) 4. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No) 5. Select an Opinion Type (drop down list box) 6. Is a going concern explanatory paragraph included in the audit report? (Yes/No) 7. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Reviews/Investigations, Debt Agreement Violation, Timely Return to Title IV Programs The following buttons are available to the user: Cancel, Save and Save & Proceed	INS09, INS19, INS20, INS21, INS23, INS25, INS28, SG33			
2	Enter begin date <08/01/2003> and end date <08/01/2004>	Field accepts input				
3	Select <YES> for "Is this information correct?" in the Review Auditor Information section	Field accepts input				
4	Select <YES> for "Are your Financial Statements in accordance with GAAP?"	Field accepts input				
5	Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"	Field accepts input				
6	Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box	Field accepts input				
7	Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"	Field accepts input	INS22			
8	Select <YES> for "were material weaknesses identified?"	Field accepts input	INS24			

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9	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input	INS24			
10	Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"	Field accepts input	INS29			
11	Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"	Field accepts input	INS26			
12	Select <YES> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"	Field accepts input	INS26			
13	Select <YES> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"	Field accepts input	INS26			
14	Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"	Field accepts input	INS26			
15	Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"	Field accepts input	INS26			
16	Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"	Field accepts input	INS26			
17	Select the School Name link	System displays the Institution Home Page	INS09			
18	Select the "Create Waiver Exemption Request submission" link from the left navigation bar	System displays the Waiver Exemption Request page	INS30, INS-HP01			
19	Click the Back button twice	System returns the user to the Financial Statement Page				
	Complete Compliance Audit Info					
20	Select "Save & Proceed" button	System displays the "Compliance Audit Information" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Comepleteness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission Compliance Audit Information". Immediately below the heading is the Institution name <Public School> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields: 1a. Indicate the Title IV program(s) in which your institution participates: (Checklist) FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268 1b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No) 2. Indicate the Period Audited (MM/DD/YYYY) - Begin Date: - End Date: - Reason if Less than 1 Year:	INS09, INS12, INS13, INS14, INS16, SG34			

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		3. Review Auditor Information: - Records Indicate your Current Auditor Is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor's TIN 4. Does this A-133 report contain any findings related to the FSA Title IV programs? (Yes/No). 5. Does the attached A-133 audit report indicate that this examination was conducted in accordance with: - Government Auditing Standards (Yes/No) - OMB Circular A-133 (Yes/No) 6. Type of Auditor's Report Issued on Compliance for Major Programs (Title IV only)(Dropdown box) - Unqualified, Qualified, Adverse, Disclaimer 7. For internal control over major programs: - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 8. Were there audit findings in the previous year's A-133 report? (Yes/No) 9. Does Institution utilize a Third Party Servicer? (Yes/No) Buttons displayed are: Cancel, Save and Save & Proceed.				
21	Select programs audited <PELL, FSEOG, FWS, FFELP>	Field accepts input				
22	Select <NO> for Student Financial Aid Cluster audited as a major program	Field accepts input				
23	Enter begin date <08/01/2003> and end date <08/01/2004>	Field accepts input				
24	Select <YES> for "Is this information correct?" in the Review Auditor Information section.	Field accepts input				
25	Select <NO> for "Does A-133 report contain any findings?"	Field accepts input				
26	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"	Field accepts input				
27	Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"	Field accepts input				
28	Select type of Auditor's Report as <ADVERSE>	Field accepts input				
29	Select <YES> for "were material weaknesses identified?"	Field accepts input	INS15			
30	Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"	Field accepts input	INS15			
31	Select <NO> for "Were there audit findings in the previous year's A-133 report?"	Field accepts input				
32	Select <NO> for "Does Institution utilize a Third Party Servicer?"					
33	Select the School Name link	System displays the Institution Home Page	INS09			
34	Click the Back button	System returns the user to the Financial Statement Page				
	Complete Checklist					

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35	Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission Checklist". Immediately below the heading is the Institution name <Public School> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains two sections with the following headings:(1) Are the following items included in the attachment of your A-133 report? and (2) Contact Information/Additional Notes. Text labels displayed in Section 1 are: - Statement of Financial Position - Statement of Activities - Cash Flows Statement - Notes to Financial Statements - Schedule of Expenditures of Federal Awards - Corrective Action Plan	INS01, INS02, INS09, INS10, INS17, INS18			
		- Schedule of Findings & Questioned Costs - Summary schedule of prior year audit findings - Independent Auditors Report - Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards - Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133 Section (2), Contact Information/Additional Notes, contains: - A Message displaying : "Please let us know who to contact with questions regarding this submission." - Financial Statement Contact - Name - Email - Compliance Audit Contact - Name - Email - Enter any additional notes (text box) Buttons displayed on the page are: Cancel, Save and Save & Proceed.				
37	Select <NO> for Statement of Financial Position	Field accepts input				
38	Select <NO> for Statement of Activities	Field accepts input				
39	Select <NO> for Notes to Financial Statements	Field accepts input				
40	Select <YES> for Schedule of Expenditures of Federal Awards	Field accepts input				
41	Select <YES> for Corrective Action Plan	Field accepts input				
42	Select <YES> for Schedule of Findings and Questioned Costs	Field accepts input				
43	Select <NO> for Summary schedule of prior year audit findings	Field accepts input				
44	Select <YES> for Independent Auditor's Report	Field accepts input				
45	Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	Field accepts input				
46	Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133	Field accepts input				
47	Leave all Contact Information blank	System opens new browser windows that displays static help text.				

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48	Select "Save & Proceed" button	System displays an error message that the user did not enter information into the required fields: Financial Statements Contact Name, Financial Statements Contact Email, Compliance Audit Contact Name, Compliance Audit Contact Email	INS05			
49	Enter: "Ben Lopez" in Financial Statements Contact Name field	Field accepts input	INS01, INS03			
50	Enter: "Ben@Lopez.com" in Financial Statements Contact Email field	Field accepts input	INS01, INS03			
51	Enter: "Kevin Rowland" in Compliance Audit Contact Name field	Field accepts input	INS02, INS04			
52	Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field	Field accepts input	INS02, INS04			
53	Select the School Name link	System displays the Institution Home Page	INS09			
54	Click the Back button	System returns the user to the Financial Statement Page				
	Upload Attachments					
55	Select "Save & Proceed" button	System displays the "Upload Attachment(s)" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission File Upload ". Immediately below the heading is the Institution name <Public School> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. All required fields are indicated with an asterisk. Selecting "All" satisfies all required fields.	INS03, INS04, INS09, INS124, INS125, INS126, INS127			
		Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if applicable), and Other); and Add button. There are also Cancel, Save, and Save and Proceed buttons.				
56	Select the School Name link	System displays the Institution Home Page	INS09			
57	Click the Back button	System returns the user to the Financial Statement Page				
58	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
59	Select file to upload <A133P.pdf>					
60	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.				
61	Select "All"	Field accepts input				
62	Select "Add" button	System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.				
	Submit					

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63	Select "Save & Proceed" button	System displays the "Submit" page. The page contains top navigation: eZ-Audit Home, Help, and Logout. Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. The contents area of the page has the heading "Public Annual Submission Submit". Immediately below the heading is the Institution name <International College> and OPEID <03037500>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following text: "By selecting to submit, the information you have entered on these pages will be sent to the Department of Education. Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate. Once submitted, you will only have read access to the data. REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.	INS09, INS122, INS123			
		By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine or not more than $25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student aid funds. By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it." Button displayed is: Submit to ED.				
64	Select the School Name link	System displays the Institution Home Page	INS09			
65	Click the Back button	System returns the user to the Financial Statement Page				
66	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading: Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check. Also displayed in the "Notifications" section is the following: Your Fiscal Year End 07/30/2004 annual submission was received on MM/DD/YYYY <today's date> at HH:MM:SS <time of submission>. Review of your submission has not yet started.				
67	Select the "Logout" button	System displays the "Logout" page with the following text message displayed: "Thank you for using eZ-Audit, you have been logged out." Also displayed is a hyperlink allowing the user to log back in.				